

## Meeting Report

Your Name \_\_\_\_\_ Committee Name \_\_\_\_\_

Meeting Date \_\_\_\_\_ Check off who appointed you: Guild \_\_\_\_ Senate \_\_\_\_ Joint \_\_\_\_

Items of Interest	Brief Summary of Discussion (Pro/Opposed)	Outcome

**Reminders/Notes/Things to Do:**

**Date/Time/Location of next meeting:**

**After each meeting please email this form to the Guild's 1<sup>st</sup> VP:**

To: [rkamei@glendale.edu](mailto:rkamei@glendale.edu).

Subject: "Guild Exec Alert"

**Attach the agenda if available. Keep a copy for yourself.**

**If there is anything to report that you do not want to commit to writing please contact Richard Kamei, 1<sup>st</sup> VP to the Guild x 3029.**